



Bangkok Office



NEQMAP
Network on Education Quality
Monitoring in the Asia-Pacific



GLOBAL
PARTNERSHIP
for EDUCATION



KICE
Korea Institute for Curriculum and Evaluation

NEQMAP's 6th Annual Meeting

GENERAL INFORMATION

Dates

13-14 December, 2018 (2 days)

Venue

NOVOTEL Bangkok Sukhumvit 20

Seminar venue: Benjasiri 2-3 (5th floor)

19/9 Sukhumvit 20, Klongtoey, Bangkok 10110 Thailand

International call: +(66)2 009 4999, Fax: +(66) 2 009 4900

Domestic call: (02) 009 4999, Fax: (02) 009 4900

<http://www.novotelbangkoksukhumvit20.com/>

Accommodation

The organizers will reserve a single room at NOVOTEL Bangkok Sukhumvit 20 for participants to check in on 12 December, 2018 and to check out on 15 December, 2018 depending on your flight availability (a total of 3 nights).

- Standard check-in time is 14:00 and check-out time is 12:00 noon.
- Early check-in and late check-out requests are subject to availability, determined by the day's arrival and departure pattern of the hotel.

For fully funded participants, the organizer will pay the hotel directly for the cost of the room only for the duration of the meeting. All other personal charges (e.g. telephone, fax, mini-bar, laundry, room service, etc.) and extra cost for late check out or extended stay will be borne by the participant and/or his/her companion(s), and will be charged to the participant when checking out. Please clear the account directly with the hotel before your departure.

Self-sponsored participants are recommended to stay at NOVOTEL Bangkok Sukhumvit 20. Single room/double room rates are 3,000THB/3,350THB per night (inclusive of breakfast, service charge and government tax). If you would like the organizers to reserve a room on your behalf, please kindly send

us your passport information and flight itinerary as soon as it is available so that we can make the appropriate arrangements.

Provisions

For all participants staying at NOVOTEL Bangkok Sukhumvit 20, an international buffet breakfast is included in the room rate. Lunches and coffee breaks will be provided by the organizers during the meeting period (December 13-14). A dinner reception will be hosted at the hotel Pool Bar on the 9th Floor on the evening of December 13.

For fully-funded participants, travel costs (round-trip, economy class air ticket to and from Bangkok) will be covered by the organizers. Daily Subsistence Allowance (DSA) will be paid in Thai Baht cash to cover your other meals and miscellaneous costs during the time of the seminar. Please bring your original boarding pass(es) to the registration desk on December 13 in order to receive the DSA. You will receive DSA as per your actual stay during the seminar period. Information on travel arrangements will be directly provided by the organizers.

Meeting room/registration

All participants should register for the meeting in front of Benjasiri 2-3 (5th floor) on Thursday, 13 December, 2018 starting at 08:00. The meeting will begin at 9:00.

Language

English will be the working language of the meeting.

Computer and communication

Participants are requested to bring a notebook computer for their own use during the meeting. Wifi internet service is inclusive in the room charge for participants staying at the hotel. The internet password can be obtained from the hotel reception upon your check-in. Internet service will be available in the meeting room and password can be obtained from the organizers and hotel support staff. For other official communication expenses (international phone call, fax), participants should pay directly to the hotel upon check-out. Please check telephone service charges at the hotel reception before use.

Visa

Participants should ensure that their passport is valid for at least 6 months from their travel dates. If a visa to Thailand is needed, the application process should be started immediately. Please contact the Royal Thai Embassy/Consulate in your country or check <http://www.mfa.go.th/main/en/services/4908> for more information on visa requirements and applications. Should you encounter any issues with obtaining your relevant visa, please inform UNESCO Bangkok immediately.

Currency exchange rate

The commercial rate is subject to change daily. The exchange rate for cash is slightly lower than for travelers' cheques. There are banks and currency exchange kiosks located at the airport and near the hotel, and you may exchange from the hotel cashier as well. Currency exchange rate (counter rate) as of Feb 2018: US\$ 1 = Thai baht 31.54 approximately (<http://www.scb.co.th/en/personal-banking>).

Climate in Bangkok

The average temperature at this time of the year may range between 25°C and 34°C. Since the meeting rooms are air-conditioned, it can be rather cold inside. The dress code for the meeting is smart casual, and a light jacket or shawl would be appropriate. For more information on weather forecast, please visit <http://www.tmd.go.th/en/province.php?id=37>.

Transportation

All participants are responsible for arranging their own transportation from and to the airport. Most airlines will land in Bangkok's Suvarnabhumi International Airport, but some budget airlines such as AirAsia have relocated to Don Muang International Airport. Please check with your airline/travel agent to confirm your destination.

a. Taxi

The most convenient way to get from the airport to the city is by taxi. There are two kinds of taxis: (1) the public metered taxi and; (2) the more expensive limousine taxi. If you wish to take an airport limousine, check with the limousine counter inside the airport.

Traveling from Suvarnabhumi International Airport to the hotel

To travel from Suvarnabhumi International Airport to NOVOTEL Bangkok Sukhumvit 20, use a metered

taxi located at the ground floor of the Arrival Hall. Locate and follow the sign “Public Taxi” until you get to the kiosks that issue tickets showing the parking space number where the taxi will be waiting (note: sometimes the taxi may not be at the spot. Please wait until it shows up). Tell the taxi driver your destination and show the address of the hotel written in Thai. The taxi fare to the hotel is around Baht 350-400 depending on the traffic. An additional service surcharge of Baht 50 will be added to the price shown on the meter. Any additional toll way charges will be paid by the passenger at the toll gates (approximately Baht 75).

Traveling from Don Muang International Airport to the hotel

Taking a metered taxi is the most convenient ground transport option when getting to/from the airport. The taxi stand is located outside the Arrival Hall. Most destinations to downtown Bangkok cost around Baht 250-300 depending on the traffic. Add an additional Baht 50 surcharge to your fare when you pay the driver upon arrival at your destination. Any additional toll way charges will be paid by the passenger at the toll gates.

IMPORTANT: Below is the address of the hotel, which you can show to the taxi driver upon your arrival at the airport if you are to take a taxi going to the hotel.

Novotel Bangkok Sukhumvit 20

19/9 Soi Sukhumvit 20, Kwang Klongtoey, Khet Klongtoey, Bangkok

โรงแรมโนโวเทล สุขุมวิท 20

19/9 ซอยสุขุมวิท 20 แขวงคลองเตย เขตคลองเตย

กรุงเทพฯ โทร. 02 009 4999

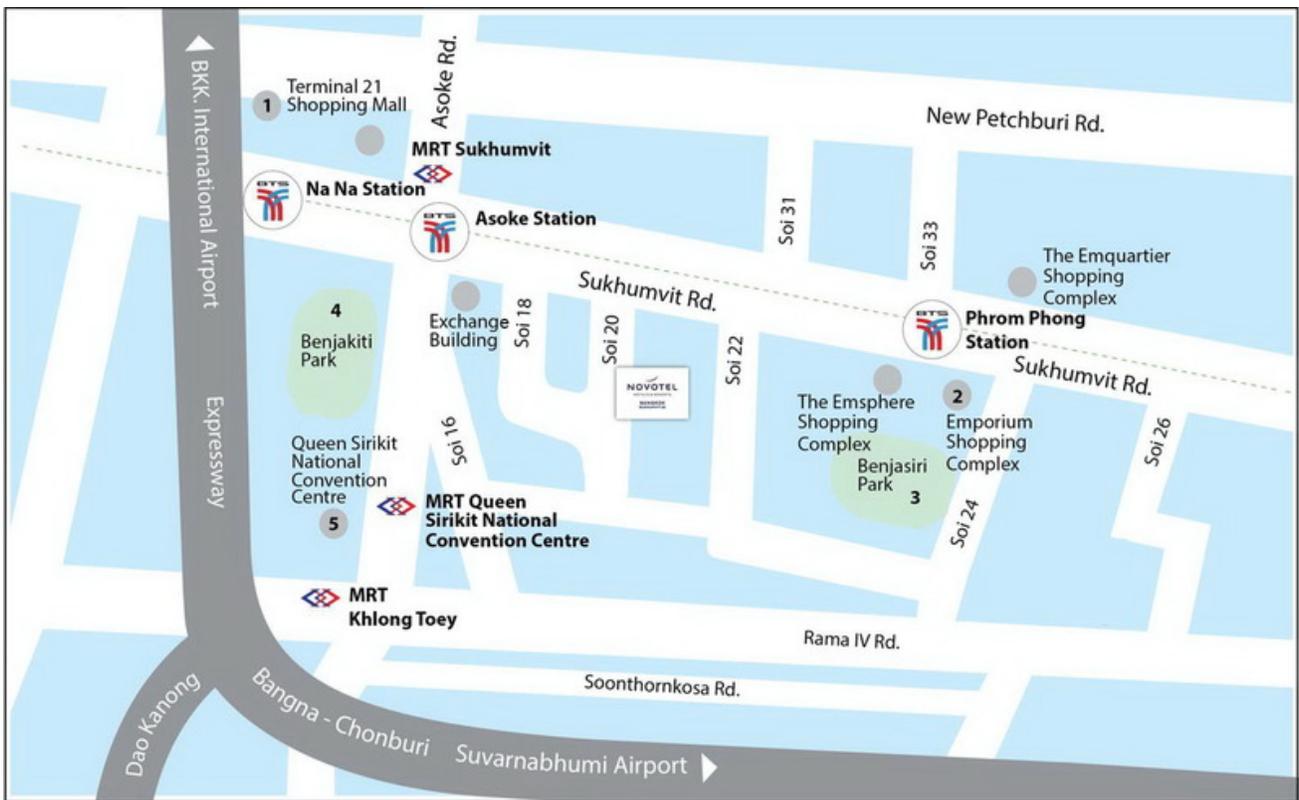
b. Train – From Suvarnabhumi Airport to Phaya Thai (via Airport Rail Link City Line) to Hotel (via connecting BTS Skytrain)

The Airport Rail Link is located under the terminal building (B1 Level, two floors below the Arrival Hall). It runs from Suvarnabhumi International Airport to central Bangkok, Phaya Thai Station from

06:00 to 24:00 daily. Train departs every 12-15 minutes, and takes about 26 minutes (28 kilometres) from Suvarnabhumi Station to Phaya Thai station (last station) for a fee of Baht 45. From Phaya Thai Station, you can transfer to the connecting BTS Skytrain and travel to Asok Station where NOVOTEL Bangkok Sukhumvit 20 is conveniently located 10 minutes' walk from the BTS Skytrain.

- For more details about the Airport Rail Link, go to <http://www.srtet.co.th/index.php/en/>
- For more details about Skytrain routes, go to http://www.bts.co.th/customer/en/02-route-current_new.aspx

Location map



Map: <http://www.novotelbangkoksukhumvit20.com/the-hotel/map/>

Medical emergency

In the event that you should require urgent medical attention, please contact the hotel's information desk (24 hours). The hotel has first-aid kit available for basic medical care. The nearest hospitals to the hotel are:

1. Samitivej Sukhumvit Hospital

Address: 133 Sukhumvit 49, Klongton-Nua, Wattana, Bangkok, 10110

Call Center: Int'l call: +662 771-8181; Domestic call: (02) 771-8181

<http://www.samitivejhospitals.com/Sukhumvit/en>

2. Bumrungrad International

33 Sukhumvit 3 (Soi Nana Nua), Wattana, Bangkok, 10110

Telephone: +662 667 1000; Emergency: +662 667 2999

<https://www.bumrungrad.com/thailandhospital>

Further information

Correspondence related to the logistics of the meeting may be addressed to:

- Ms. Nyamkhuu Tserennadmid, Programme Officer, t.nyamkhuu@unesco.org
- Ms. Thanattiya Potimu, Programme Assistant, t.potimu@unesco.org